

HOLIDAY POLICY AND PROCEDURES

1 STATEMENT AND SCOPE

- 1.1 The University recognises that there are occasions when employees are absent from work for a variety of legitimate reasons and has a series of procedures for managing these absences in accordance with good practice and UK legislation.
- 1.2 Absence from work may occur for a wide variety of reasons. Statutory obligations include:
- Paid annual leave.
- 1.3 In all cases, absence from work should be approved by the line manager. In cases where absence is planned (e.g. holidays,) this approval should be obtained well in advance.

2 HOLIDAY LEAVE

- 2.1 Entitlement to paid annual leave may vary depending on an employee's grade. Details are contained within the contract of employment or can be found under '[Annual Leave](#)' on the A-Z of the Human Resources website. Part-time staff will receive the appropriate holiday entitlement for a full-time member of staff in their staff group on a "pro-rata" basis.
- 2.2 Employees should give their managers reasonable notice of the intention to take annual leave and the mechanisms for the booking and recording of leave are a matter for local, departmental discretion. This should form a part of the local induction procedures. Employees are advised to consult their line manager if they are not aware of the procedures for requesting annual leave.
- 2.3 Annual leave can be requested and approved electronically. For more information please visit the [MyHR Employee Self Service page](#).
- 2.4 No holiday arrangements should be made until the request for annual leave is approved.
- 2.5 Managers should not unreasonably refuse employees' requests to take annual leave, but will take account of the need to maintain services in their particular department or section.
- 2.6 The University recognises the public holidays currently in use in England. It also has a system of concessionary holidays, which are applicable to some employees according to their contracts of employment. These days are University holidays and as such are to be taken at times determined by the University. Where employees are expected to work on public holidays and/or University holidays, time off in lieu may be granted and/or payment supplements may be made depending on the grade and contract of employment of the employee. Part time staff will receive a pro rata entitlement to public and University holidays rounded to the nearest day. Where part time staff do not normally work on public holidays or University days their entitlement can be taken at another time to be agreed with their line manager.
- 2.7 For most staff the University holiday year runs from 1st February to 31st January and staff who join partway through the year are entitled to "pro-rata" equivalent holidays.
- 2.8 There is no automatic right to carry-over unused annual leave from one leave year to the next, but managers may agree to allow employees to carry over up to five days in exceptional circumstances. It should be noted in this context that the University has an obligation to ensure that all employees actually take 28 days paid leave (including bank holidays and concessionary days) or its' "pro-rata" equivalent, each year.

2.9 Carry forward of annual leave due to sickness absence

Annual leave should normally be taken in the leave year in which it accrues. In the event that an employee is unable to take their annual leave due to long term sickness absence, and it is not possible to reschedule the reclaimed leave in the current leave year, they will be able to carry over the statutory element of their annual leave into the following leave year. Occupational Holiday entitlement accrued during maternity leave can be carried over into the following leave year

No payment will be made in lieu of annual leave not taken, except in the year of termination of employment.

Last Reviewed June 2016